



Workforce Innovation and Opportunity Act (WIOA) Task Force Charter

STEERING COMMITTEE

One-Stop Certification and One-Stop Assessment Criteria Task Force

Purpose and Mission

Complete the deliverables within given timelines and develop recommendations to present to the WIOA Steering Committee.

This task force will provide advice to the Steering Committee to advance Governor Inslee's charge to the Workforce Board to focus on achieving three fundamental goals for the state's workforce development system:

- *Help more people find and keep jobs that lead to economic self-sufficiency, with a focus on disadvantaged populations.*
- *Close skill gaps for employers, with a focus on in-demand industry sectors and occupations.*
- *Work together as a single, seamless team to make this happen.*

Time Commitment

Currently, 6 to 12 meetings are anticipated between May and July 29, 2015, with deliverables presented at each Steering Committee meeting.

Task Force Responsibilities

- **Responsibilities:**
 - Establish One-Stop Certification procedures and One-Stop Assessment Criteria
 - Inform guidelines for development of Memoranda of Understanding for One-Stop Partners, including infrastructure cost sharing
 - Outline competitive process for Procurement of One-Stop Operator where Local Boards seek to apply

Task Force Governance and Membership

The task force will be convened by Mark Mattke (Spokane Area Workforce Development Council with staff support from Eric Wolf (eric.wolf@wtb.wa.gov) at the Workforce Board. The members are as follows:

Members Roster

Name	Representing	Phone	Email
Pam Grindstaff	PacMtn WDC	360-570-4249	pam@pacmtn.org
Kathy Cooper	ABE-SBCTC	360-704-4322	kcooper@sbctc.edu
Beth Blanchard	Sea-King WDC	206-448-0474	bblanchard@seakingwdc.org
Mark Adreon/ Michael MacKillop	DSB	206-906-5502 206-906-5500	Mark.Adreon@dsb.wa.gov Michael.MacKillop@dsb.wa.gov
Del DelaBarre	Business	360-460-5565	del@dbamlg.com
Jodi Novotny	Renton Technical College	360-567-1070	jnovotny@rtc.edu
Theresa Stalick	Lower Columbia College	360-442-2583	tstalick@lowercolumbia.edu
Kevin McCarthy	Lake Washington Technical	425-739-8383	kevin.mccarthy@lwtech.edu
Tammie O'Dell	NW WDC	360-570-5578	todell@wavecable.com
Ginny Jackson/ Mary Houston	Workforce Snohomish	425-921-3445 425-921-3432	ginny.jackson@workforcesnohomish.org Mary.houston@workforcesnohomish.org
Eva Larrauri	NW ADA Center	800-949-4232	elarr@uw.edu
Katie Mirkovich	DVR	509 225-4466	mirkokr@dshs.wa.gov
Agnes Balassa	ESD	360.902.9571	abalassa@esd.wa.gov

Task Force Operating Functions

The Task Force meetings will be conducted in an open and transparent environment, allowing opportunity for input from stakeholders and interested participants. This task force is empowered to meet as-needed to meet due dates and to develop recommendations. The task force is committed to the same operating principles as the Steering Committee:

- An open and inclusive process of gathering input and recommendations from key stakeholders.
- To be good listeners, be respectful of all points of view and have robust discussions on the key issues.
- If consensus is not reached, the minority viewpoint will be fairly presented to the Steering Committee.
- Public notification of meeting dates, meeting minutes and key documents will be posted on the Workforce Board WIOA webpages: www.wtb.wa.gov/WIOAmeetings.asp. This will enable open communications.

Initial Committee Deliverables and Timeline *(This list may be revised to include additional decision-making milestones.)*

<i>Deliverables</i>	<i>Timeline</i>
Establish One-Stop Certification procedures and One-Stop Assessment Criteria	May-June 15
Inform guidelines for development of Memoranda of Understanding for One-Stop Partners, including infrastructure cost sharing	June 15-July 17
Outline competitive process for Procurement of One-Stop Operator where Local Boards seek to apply	July 17-29